

## **JOB OPPORTUNITY BULLETIN**

**Class:** Associate Treasury Program Officer/Assistant Treasury  
Program Officer/Junior Staff Analyst  
**Tenure:** Permanent  
**Time Base:** Full-Time  
**Salary:** \$2,632 - \$4997

Under the supervision of the Treasury Program Manager I of the California Pollution Control Financing Authority (CPCFA), and under the general direction of the Deputy Executive Director of CPCFA, the incumbent acts as analyst for the Authority's Capital Access Program (CalCAP). As an analyst the incumbent will be responsible for the following duties:

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Process applications for loan enrollment from various banks and community lenders throughout the state; the loans range in amounts from \$500 to \$2.5 million.
- Analyze CalCAP applications submitted by various participant lenders to ensure compliance with CalCAP statutory authority, regulations, and policies.
- Determine the eligibility of loans under the CalCAP program; consult with counsel and management concerning eligibility; prepare written recommendations and other memoranda to counsel, management, and executive staff concerning eligibility using information obtained through independent analysis and research.
- Prepare written correspondence to lenders concerning the eligibility of particular loans under the program's authority; communicate program requirements verbally and in writing to lenders and other interested parties.
- Meet with new lenders to describe the program fully, to encourage activity under the program, and to train their loan staff on the details of enrolling specific loans under the program.
- Assist in the marketing of the program to various groups throughout the State, including banking and community groups; communicate with existing program participants to encourage enrollment activity.
- Assist with administrative duties related to the CalCAP and other CPCFA programs, including budgeting and accounting duties. **TRAVEL REQUIRED**

### **DESIRABLE QUALIFICATIONS:**

- Ability to make oral and written presentations.
- Demonstrate a high degree of good judgment, analytical ability, and independence in carrying out assignments.
- Demonstrate a high degree of responsibility, dependability, and flexibility on the job.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Associate Treasury Program Analyst, Assistant Treasury Program Analyst, or a Junior Staff Analyst may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

**Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "345-002-4223-004 next to the classification on your application/resume, i.e., Associate Treasury Program Analyst, CPCFA (345-002-4223-004).**

**FINAL FILING DATE:**

Applications will be accepted until filled. Applications will be screened and only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Cec Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CSFA at (916) 653-2872 or TDD (916) 654-9922.